

FINANCIAL INSTITUTIONS EXAMINER

STATE OF CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS



CALIFORNIA STATE GOVERNMENT – AN AFFIRMATIVE ACTION EMPLOYER
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS
DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DONALD R. MEYER
COMMISSIONER OF FINANCIAL INSTITUTIONS

GRAY DAVIS, Governor
MARIA CONTRERAS-SWEET, Secretary
Business, Transportation and Housing Agency

OPEN EXAMINATION – Statewide

FINANCIAL INSTITUTIONS EXAMINER

9SL02 JA20 4101

HOW TO APPLY

Applications may be filed in person or by mail with the:

DEPARTMENT OF FINANCIAL INSTITUTIONS
111 PINE STREET, SUITE 1100
SAN FRANCISCO, CA 94111-5613

Only submit applications to the address shown above.
DO NOT FILE WITH THE STATE PERSONNEL BOARD.

FILE ALL APPLICATIONS ON EXAMINATION APPLICATION STD. 678. Applications not submitted on this form will be returned to candidate.

Applicants will be scheduled for the location nearest their residence as indicated on the application.

This is an OPEN examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

FINAL FILING DATE: Applications will be accepted on a continuous basis.

If you have a disability and need special testing arrangements, mark the appropriate box in number 2 of the "Examination Application." You will be contacted to make specific arrangements.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGES:	*Range A	\$2,658-3,269
	Range B	\$3,431-3,972
	Range C	\$4,136-4788

***Authorization has been given to the department to hire at the fourth step (\$3,269) of Range A.**

Range A: applies to incumbents who do not meet the criteria for payment in a higher range.
Range B: applies to those incumbents who have satisfactorily completed the equivalent of 12 months of experience in Range A of the same class.
Range C: applies to those incumbents who have satisfactorily completed the equivalent of 12 months of experience in Range B of the same class.

***A 4% salary increase will be effective September 1, 2000.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education requirements for this examination by the Qualification Appraisal Interview date.

EXPERIENCE:

Either I

Equivalent to graduation from college with a specialization in accounting, business administration, economics, finance or a related business/management specialization. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment); **or**

II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law;

Or III

Completion of the equivalent of 16 semester hours of professional accounting courses given by a collegiate grade residence institution including courses in elementary and advance accounting, auditing, and cost accounting and 3 semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Note: Applications must contain the following information on all accounting, auditing, business law and related courses completed:

(1) Title, (2) Semester or quarter credits, (3) Name of institution, and (4) Completion dates.

SPECIAL PERSONAL CHARACTERISTICS:

Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office; willingness to work in a variety of settings; capacity for assuming progressively greater responsibility; tact; and good interpersonal skills.

THE POSITION:

Under close supervision as a trainee, the incumbent performs the less difficult technical support work associated with conducting field examinations of financial institutions, business firms and service companies. As incumbents become more experienced, they will gradually assume responsibility for field examinations of small institutions that have few, if any, discernable problems or assist higher level examiners in the larger, more complex examinations. Upon full journey level, they will be in-charge of the full range of tasks associated with the field examination of small to moderate sized

financial institutions and branch offices; participate in the examination of, and the preparation of, reports on the financial condition of banks, transmitters of money abroad, insurers of money orders and traveler's checks, savings associations, credit unions, insurance premium finance companies and industrial loan companies.

Positions exist in the Los Angeles, San Francisco, Sacramento, and San Diego offices of the Department of Financial Institutions. VACANCIES EXIST IN ALL LOCATIONS EXCEPT FOR THE SAN DIEGO OFFICE.

EXAMINATION INFORMATION:

The testing period for this examination is January 1st through June 30th; and July 1st through December 31st. You may take the examination only once during a testing period.

This examination will consist of a Qualification Appraisal Interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **Note: The written test as noted below is currently being waived.**

WRITTEN TEST: Weighted 100%

SCOPE: The written test will test for information and data analysis, and ability to:

1. Perform basic arithmetical and statistical computations and accurately analyze data in situations.
2. Apply and comprehend general accounting and auditing principles and procedures and demonstrate knowledge of business law.
3. Write English at a level necessary for successful job performance.
4. Read English at a level necessary for successful job performance.

ELIGIBLE LIST INFORMATION

Your name will be removed from the eligible list 12 months after the date of the interview, unless the needs of the service and conditions warrant a change in this period.

VETERANS PREFERENCE CREDITS will be granted in this examination.

FINAL FILING DATE: Continuous

GENERAL INFORMATION

If you meet the requirements you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Financial institutions reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional,) 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans' Preference Application form which is available from the State Personnel Board or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of a high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Relay Service for the Deaf or Hearing Impaired:
From TDD PHONES: 1-800-735-2929, from voice phones, 1-800-735-2922